

Documenting a Maltreater Appeal

Note: Case assignment is not required to document an appeal; however, additional security is needed to access the page.

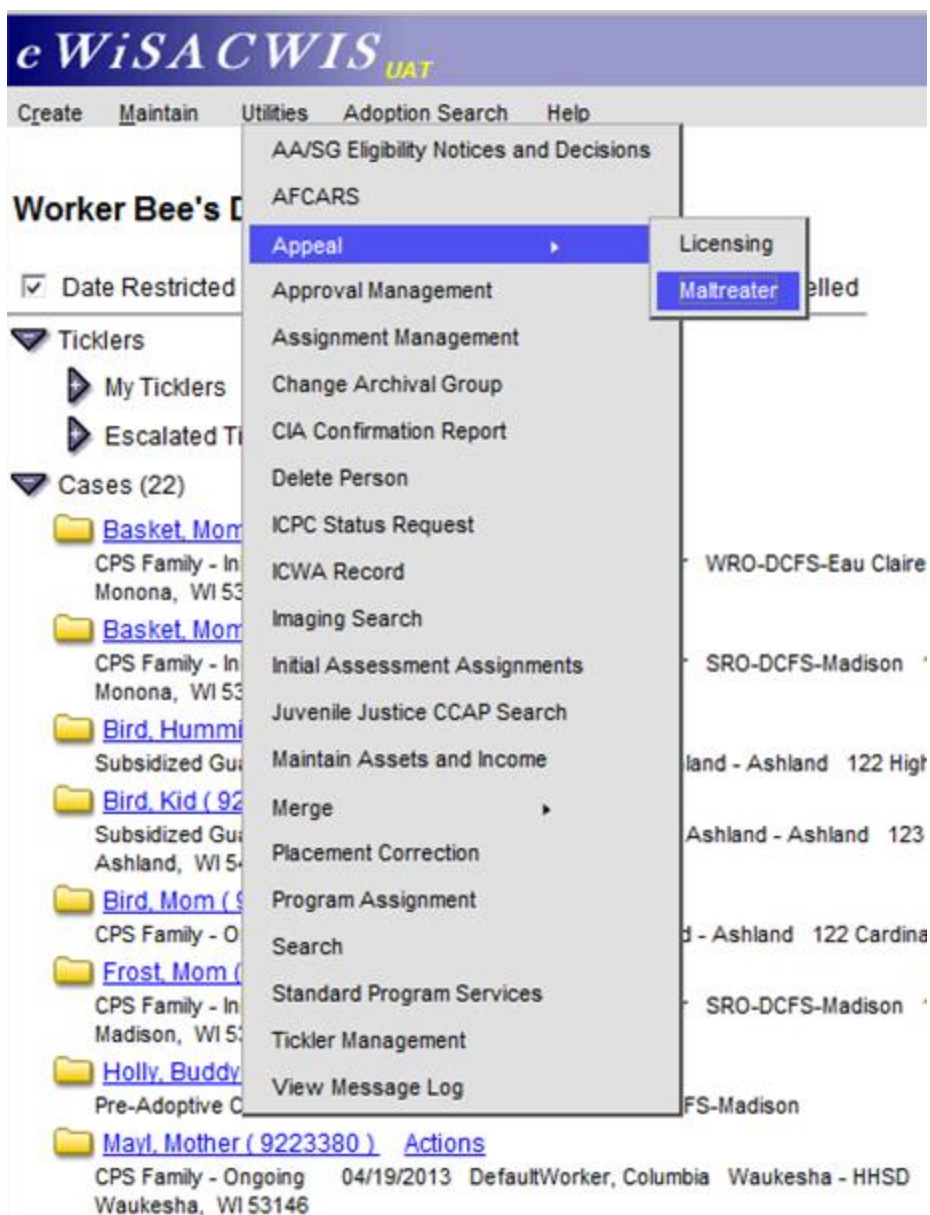
Related User Guides:

[Imaging Case](#)

[Notification & Review Process for Substantiated Maltreaters](#)

Documenting an Appeal

1. To record the outcome of an Appeal, go to Utilities > Appeal > Maltreater.



2. Search out the Appellant, select the radio button next to the name, and click Continue to open the Appeal Record.

Person Search -- Webpage Dialog

eWISACWIS UAT Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:
☒ Incl. AKA Search Precision: Sort By: Search

Record 1 to 1 of 1

Persons Returned

☒ [Patch, Mom \(9229391 \)](#) 555 Gourd Way, Apt.#3A, Monona Female 10/10/1980 Caucasian

Create Continue Close

3. On the Appeal Record page, click the [Assessment ID](#) hyperlink to verify it is the assessment involved in the appeal. Next, click the [Create Appeal](#) hyperlink to open the Allegation Selection page.

The screenshot shows the eWiSACWIS UAT web application interface. The browser address bar indicates the URL is <https://apps.dcf.wisconsin.gov/> and the page title is "Appeal Record - Windows Internet Explorer". The application header includes the logo "eWiSACWIS UAT" and navigation links for "Print", "Spell Check", "Help", and a "Search" button.

The "Person Information" section displays the following details:

- Name: Patch, Mom (9229391)
- DOB: 10/10/1980
- SSN: [Redacted]
- Search button

The "Review/Appeal Record" section contains a table of assessment records. The first row is highlighted with a red border and includes a red circle around the "Create Appeal" link. The table columns are: Assessment ID, Approved On, AM Response By, County, Create Review, Create Appeal, Allegation, Victim, Review of Initial Determination, Date, Status, and View.

Assessment ID	Approved On	AM Response By	County	Create Review	Create Appeal	Allegation	Victim	Review of Initial Determination	Date	Status	View	
9222131	02/12/2015	02/27/2015	State	Create Review	Create Appeal	Neglect	Patch, Kid	Review of Initial Determination	02/13/2015	Upheld	Substantiated	View
						Neglect	Patch, Teenager	Review of Initial Determination	02/13/2015	Upheld	Substantiated	View

The "Close" button is located at the bottom right of the main content area. The browser status bar at the bottom shows the zoom level is 100%.

- Select the checkbox next to the allegation(s) that were appealed. Click Continue to open the Appeal Details page.

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN: Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Substantiated Allegation

Select	Report ID	Victim	Relationship to Victim	A/N Code	Description
<input checked="" type="checkbox"/>	9006439	Patch, Kid	Biological Parent(s)	Neglect	Lack of Supervision-Unable to Locate Children
<input checked="" type="checkbox"/>	9006439	Patch, Teenager	Biological Parent(s)	Neglect	Lack of Supervision-Unable to Locate Children

- Select the Appeal Type from the drop-down and enter the Decision Date.

Appeal Details -- Webpage Dialog

WiSACWIS UAT Print Spell Check Help

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN: Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 00/00/0000

Report ID	Relationship to Victim	A/N Code	Appeal Status
9006439	Biological Parent(s)	Neglect	Pending
9006439	Biological Parent(s)	Neglect	Pending

Comments

Options: Go Save Close

6. Select 'Overturned' or 'Upheld' for each allegation.

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeal Decision Date: 02/12/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9006439	Patch, Kid	Biological Parent(s)	Neglect	<u>Upheld</u>
9006439	Patch, Teenager	Biological Parent(s)	Neglect	<u>Pending</u>

Overturned
 Pending
 Upheld

7. Record the details of the appeal in the Comments narrative box. When complete, send for supervisory approval.

Appeal Details -- Webpage Dialog

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeal Decision Date: 02/12/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9006439	Patch, Kid	Biological Parent(s)	Neglect	<u>Upheld</u>
9006439	Patch, Teenager	Biological Parent(s)	Neglect	<u>Upheld</u>

Comments

Details...

Options: Approval Go Save Close

Actions
 Approval

8. Once the approval is sent, click Close on the Approval History pop-up page to return to the Appeal Details page. Click Close to return to the Appeal Record page. The type of hearing, date, and outcome are displayed for each allegation. Click the [View](#) hyperlink to open and view the Appeals Details page.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN: [Search](#)

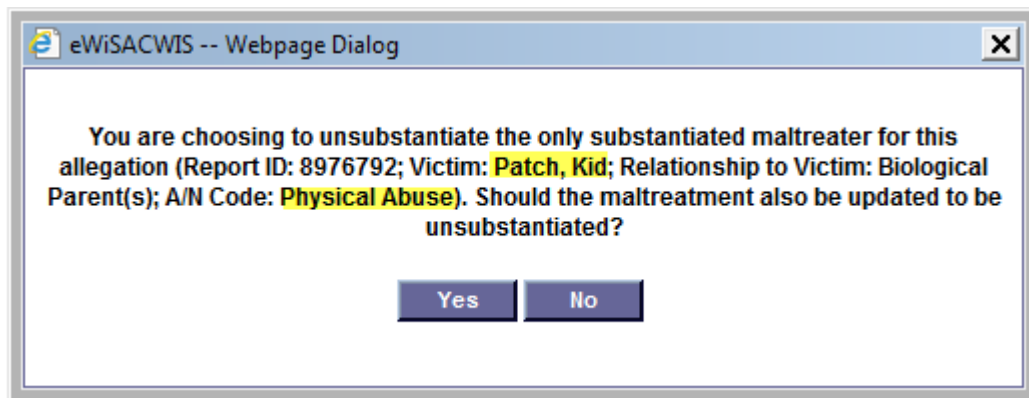
Review/Appeal Record
[Assessment ID: 9222131](#) Approved On: 02/12/2015 AM Response By: 02/27/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Neglect Victim: Patch, Kid	
Division of Hearing and Appeals	02/12/2015 Upheld Substantiated View
Review of Initial Determination	02/13/2015 Upheld Substantiated View
Allegation: Neglect Victim: Patch, Teenager	
Division of Hearing and Appeals	02/12/2015 Upheld Substantiated View
Review of Initial Determination	02/13/2015 Upheld Substantiated View

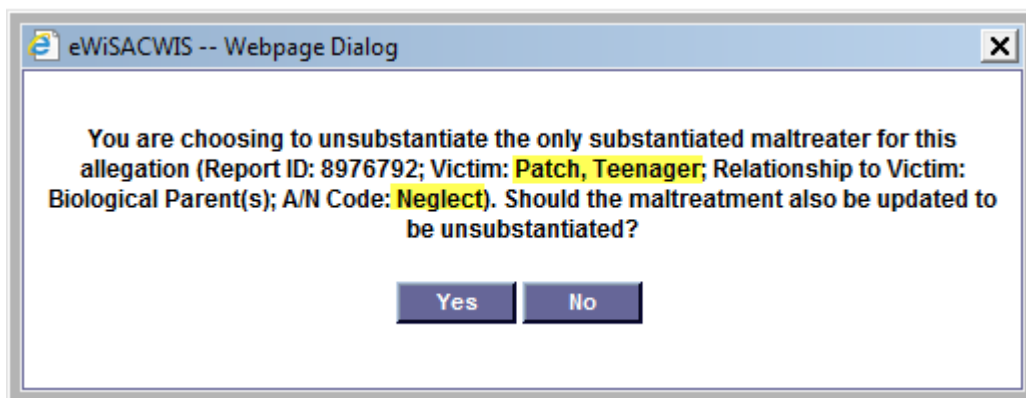
[Close](#)

100%

9. In a situation where all allegations are overturned for the maltreater(s), the following message(s) will appear when sending for supervisory approval. A message appears for each child, and each allegation per child.



Selecting 'Yes'- indicates that abuse/neglect never occurred.



Selecting 'No'- indicates that the abuse/neglect occurred and that it is unknown who did it.

10. On the associated Initial Assessment-

Appeal text appears on the allegation row(s) involved in the Appeal. An [Appeal](#) hyperlink displays next to the maltreater and opens the Appeal Record.

- When ‘Yes’ has been selected to the Unsubstantiated message when sending for approval, both the Allegation(s) and Maltreater(s) Determinations for the allegation(s) are changed to ‘Unsubstantiated’.

The screenshot displays the eWiSACWIS UAT web application interface. The browser address bar shows the URL: <https://apps.dcf.wisconsin.gov/?sarid=0.4752213811909638> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing details for Name: Patch, Mom, Assessment ID: 8340915, Status: Open, Response Time: Within 24 - 48 Hours, and Date: 01/01/2015. Below the tabs are several sections: Participants, Basic, Allegations, Contacts, Results, and Reviews. The Allegations section contains a table with columns: Report ID, Alleged Victim, A/N Code, Determination, Dt or Approx Dt of Alleged Mal, Resided in OHC, Medical, Fatality, and Appeal. The table lists three allegations, all with a determination of 'Unsubstantiated'. The Maltreater(s) section contains a table with columns: Alleged Maltreater, Relationship to Victim, Determination, and Appeal. It lists two maltreaters, both with a determination of 'Unsubstantiated'. At the bottom, there are checkboxes for Independent Investigation and Is the alleged victim(s) in Agency legal and/or physical custody, a County of Origination dropdown, and Save and Close buttons.

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	Appeal
8976792	Kid Patch	Physical Abuse Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View
8976792	Teenager Patch	Neglect Describe	Substantiated	12/31/2014	N	N	N	Appeal View
8976792	Kid Patch	Neglect Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View

Alleged Maltreater	Relationship to Victim	Determination	Appeal
Dad Patch	Biological Parent(s)	Unsubstantiated	Appeal
Mom Patch	Biological Parent(s)	Unsubstantiated	Appeal

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody

- When 'No' has been selected to the Unsubstantiated message when sending for approval, the allegation(s) on the associated Initial Assessment for the maltreater are changed to 'Unsubstantiated' and a Maltreater of 'Unknown Unknown' is inserted with a determination of 'Substantiated'.

https://apps.dcf.wisconsin.gov/?sarid=0.4752213811909638 - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help ?

Assessment Name: Patch, Mom Assessment ID: 8340915 Status: Open **Report** Response Time: Within 24 - 48 Hours Date: 01/01/2015

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input type="radio"/> 8976792	Kid Patch	Describe	Unsubstantiated	12/31/2014	N	N	N	View
<input checked="" type="radio"/> 8976792	Teenager Patch	Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Kid Patch	Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Mom Patch	Biological Parent(s)	Unsubstantiated	Appeal
Unknown Unknown	Unknown	Substantiated	

[Insert](#)

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)

11. On the Outliner-

When an appeal is present, the desktop outliner displays (Appeal) text to indicate an Appeal is present.

[Patch, Mom \(9224180 \)](#) [Actions](#)

CPS Family - Ongoing 02/12/2015 Bee, Worker SRO-DCFS-Madison 555 Gourd Way , Apt.#3A , Monona, WI 53716

Adoption

Assessment

[Assessment Substantiated \(Review\) 02/12/2015](#)

[Initial Assessment-Primary 02/12/2015](#)

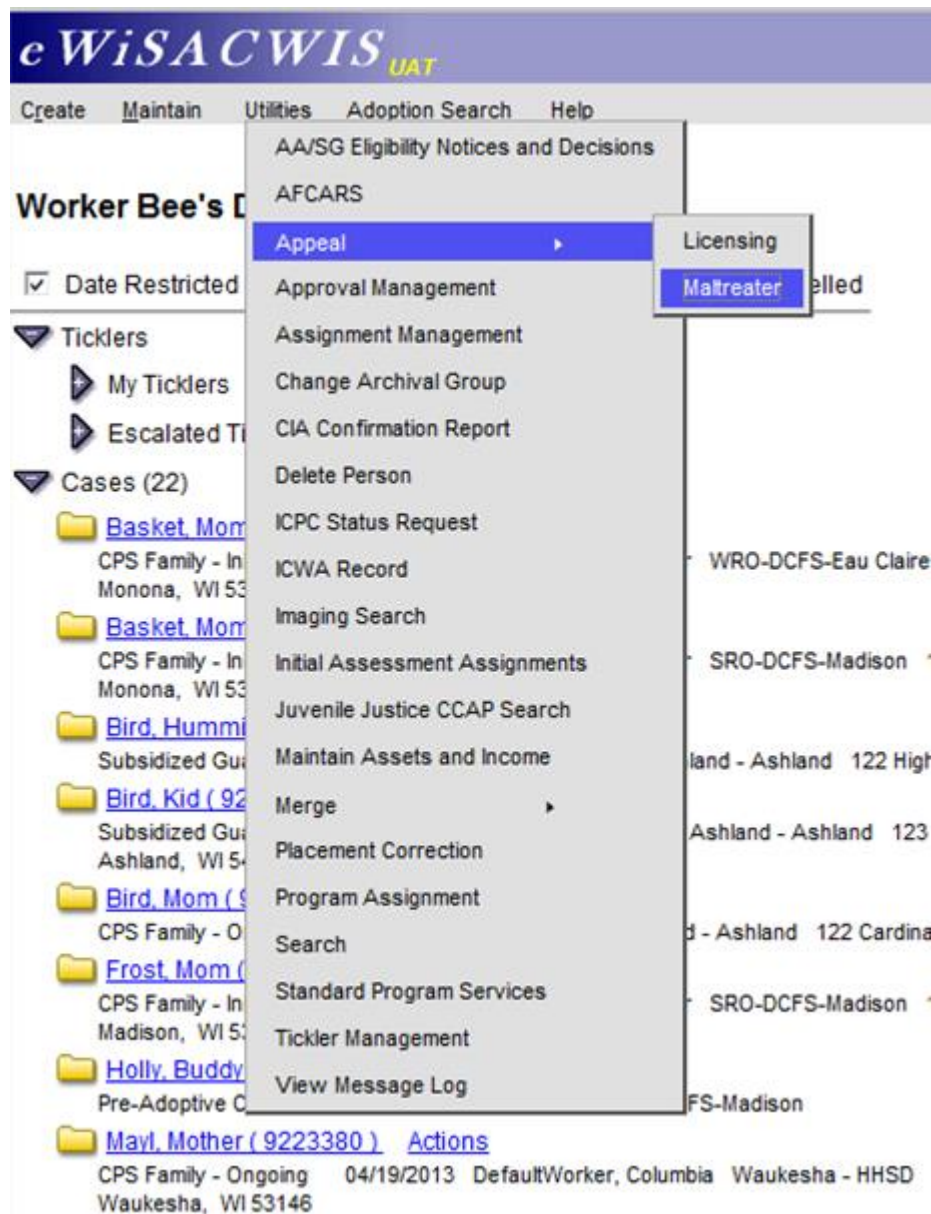
[Safety Assessment, Analysis and Plan \(IAP\) Unsafe 02/02/2015](#)

[Initl Assess Contact - Initial Face-to-Face \(Details\)](#)

02/01/2015 Bee, Worker (Patch, Mom; Patch, Dad; Patch, Kid; Patch, Teenager) Note Finalized

Voiding a Maltreater Appeal

1. Select Utilities > Appeal > Maltreater. This opens Person Search for the Appeal Record.



2. Search out the Appellant, select the radio button next to the name, and click Continue.

Person Search -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

☒ Incl. AKA Search Precision: Sort By: Search

Record 1 to 1 of 1

Persons Returned

☒ [Patch.Mom \(10125611 \)](#) 555 Gourd Way, Apt.#3A, Monona Female 10/10/1980 Caucasian

Create Continue Close

3. On the Review/Appeal Record, click the [View](#) hyperlink next to the appropriate Appeal to open the Appeal Details page.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN: [Search](#)

Review/Appeal Record
[Assessment ID: 8340915](#) Approved On: 02/13/2015 AM Response By: 01/20/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Physical Abuse Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Neglect Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Physical Abuse Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Neglect Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	

[Close](#)

100%

4. On the Appeal Details page, select 'Void Appeal' from the Options drop-down and click Go.

General Information

Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN:
Assessment Type: Assessment-Primary Assessment ID: 8340915 Assessment Completed: 02/13/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 02/13/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
8976792	Patch, Kid	Biological Parent(s)	Neglect	Overturned
8976792	Patch, Kid	Biological Parent(s)	Physical Abuse	Overturned
8976792	Patch, Teenager	Biological Parent(s)	Neglect	Overturned
8976792	Patch, Teenager	Biological Parent(s)	Physical Abuse	Overturned

Comments

Options: Void Appeal Go

Actions: Approval Void Appeal

Save Close

5. The following message will appear. Select 'Yes' to void the Appeal and return to the Appeal Details page.

eWiSACWIS -- Webpage Dialog

This will void out this Appeal Details page. Are you sure you want to continue?

Yes No

6. The Appeal Details page now shows an Appeal Status of 'Voided'. Click Close to return to the Appeal Record page.

Appeal Details -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

General Information

Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN:
Assessment Type: Assessment-Primary Assessment ID: 8340915 Assessment Completed: 02/13/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 02/13/2015

Report ID	Victim	Relationship to Victim	AN Code	Appeal Status
8976792	Patch, Kid	Biological Parent(s)	Neglect	Voided
8976792	Patch, Kid	Biological Parent(s)	Physical Abuse	Voided
8976792	Patch, Teenager	Biological Parent(s)	Neglect	Voided
8976792	Patch, Teenager	Biological Parent(s)	Physical Abuse	Voided

[Add/Edit](#)

Comments

Options:

7. On the Appeal Record page, the hearing row(s) is now marked as 'Voided' and the determination is 'Substantiated'.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN: [Search](#)

Review/Appeal Record
[Assessment ID: 8340915](#) Approved On: 02/13/2015 AM Response By: 01/20/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Physical Abuse Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated	View	
Allegation: Neglect Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated	View	
Allegation: Physical Abuse Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated	View	
Allegation: Neglect Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated	View	

[Close](#)

100%

8. On the Allegation tab of the Assessment, the maltreater is once again 'Substantiated' and, if applicable, the maltreater 'Unknown Unknown', has been removed.

https://apps.dcf.wisconsin.gov/?sarid=0.6431752107406621 - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help

Assessment Name: Patch, Mom Assessment ID: 8340915 Status: Open **Report** Response Time: Within 24 - 48 Hours Date: 01/01/2015

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input checked="" type="radio"/> 8976792	Teenager Patch	Physical Abuse Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Kid Patch	Physical Abuse Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Teenager Patch	Nelect Describe	Substantiated	12/31/2014	N	N	N	Appeal View

Insert

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Dad Patch	Biological Parent(s)	Unsubstantiated	Appeal
Mom Patch	Biological Parent(s)	Substantiated	

Insert

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody


Save Close

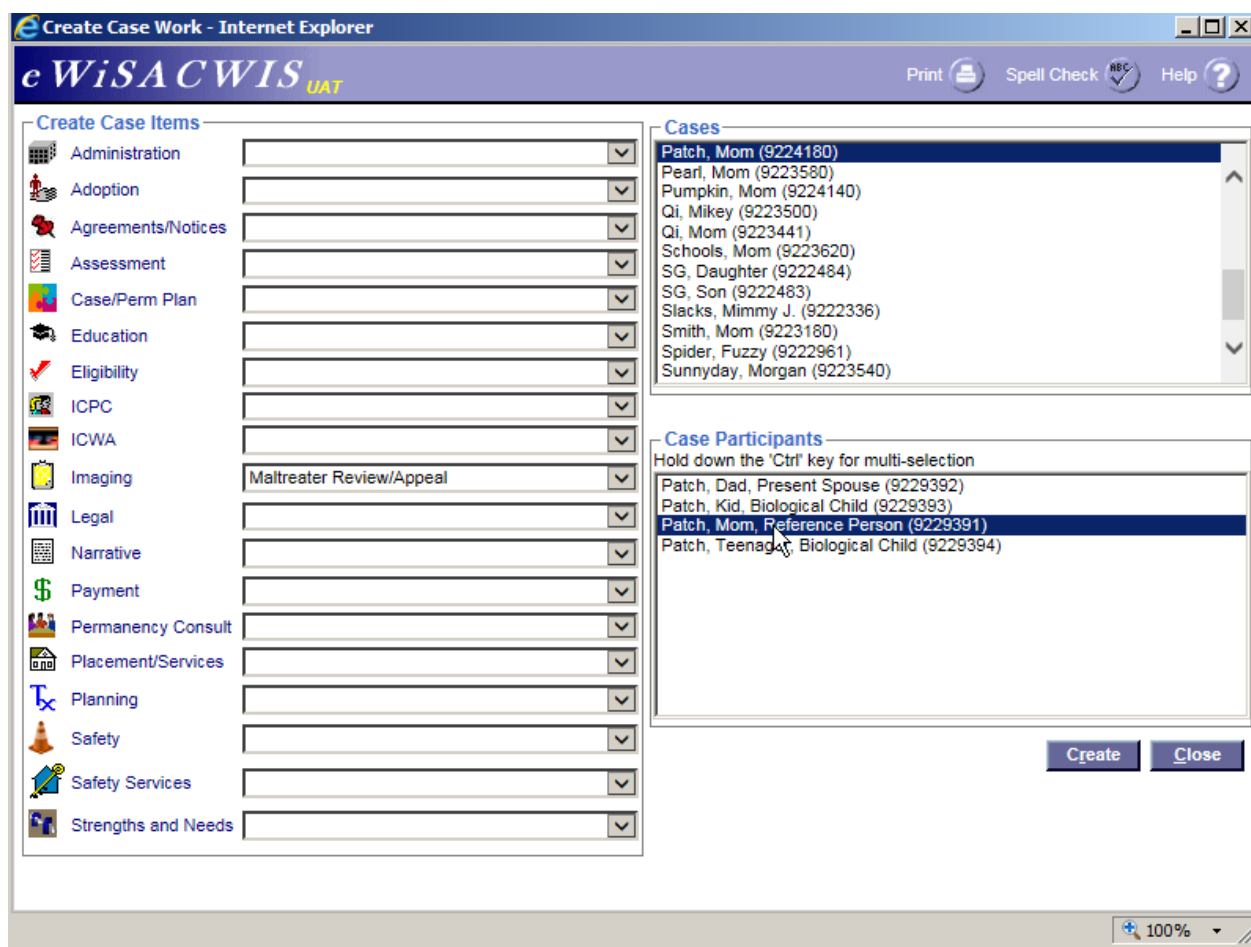
100%

Creating Imaging Records for a Maltreater Review/Appeal

Note: The Imaging page can also be accessed via the desktop Menu>Utilities> Imaging Search page, which does not require an assignment to the case.

Note: Imaging for Maltreater Review/Appeals is not required.

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Maltreater Review/Appeal' from the Imaging drop-down. Select the Case and Participant. Click Create to open the Imaging page.



- On the Imaging pop-up page, select the Type, Participant, and click Browse to upload the image. Click Save when finished.

https://apps.dcf.wisconsin.gov/ - Imaging - Windows Internet Explorer

eWiSACWIS UAT

Resource Print Spell Check Help

Case Details

Case: Patch, Mom (8388811) Worker: Worker Bee

Image Details

Date of Document: 02/09/2015

Category: Maltreater Review/Appeal

Type: Maltreater Request for Appeal Hearing

File Name: Maltreater Request for Appeal Hearing Maltreater Request for Review Other

Comments:

Participants:

Patch, Dad (Present Spouse)
Patch, Kid (Bio Child)
Patch, Mom (Refernce Person)
Patch, Teenager (Bio Child)

Browse...

Hold down the 'Ctrl' key for multi-selection

Last Updated By: Delete

Create Save Close

100%

- Images are available from the outline under the Assessment Icon, and via Imaging Search for the maltreater.

Patch, Mom (9224180) Actions

CPS Family - Ongoing 02/12/2015 Bee, Worker SRO-DCFS-Madison 555 Gourd Way , Apt.#3A. , Monona, WI 53716

Adoption

Assessment

Assessment Substantiated (Review) 02/12/2015

Initial Assessment-Primary 02/12/2015

Safety Assessment Analysis and Plan (IAP) Unsafe 02/02/2015

Initl Assess Contact - Initial Face-to-Face (Details)

02/01/2015 Bee, Worker (Patch, Mom; Patch, Dad; Patch, Kid; Patch, Teenager) Note Finalized

Images (1)

Maltreater Review/Appeal - Maltreater Request for Review (Details)

02/04/2015 Patch, Mom